

## **Refunds & Transfers of Meal Funds**

Positive balances remaining on a student meal account will automatically follow enrolled students regardless of the WCS school they attend the next school year. Cash refunds are not available at any of the school cafeterias nor are refunds given on meal accounts with less than a \$3.00 balance. Students are encouraged to spend their account down to a zero balance.

Refunds for amounts over \$3.00 may be made up any time during the school year. Once a student is no longer enrolled at WCS (leaves or graduates) refunds on account balances of \$3.00 and more will be provided by request only up to five (5) business days after the end of the school year. To request a refund parents must fill out a Student Meal Account Refund Form (below).

Transfers of remaining balances of any amount may also be made to other enrolled student accounts or to our Student in Need Meal Fund up to five (5) business days after the end of the school year. Unclaimed meal account balances and inactive accounts of students no longer enrolled will be transferred to our Student in Need Meal Fund five (5) business days after the school year has ended.

This institution is an equal opportunity provider

# STUDENT MEAL ACCOUNT REFUND FORM

ALL REFUND CHECKS ARE MAILED FOUR TO EIGHT WEEKS AFTER REQUEST

Refund Request  
(fill out part 1)

Transfer Request  
(fill out part 1 & 2)

**Part 1:**

SCHOOL \_\_\_\_\_

DATE \_\_\_\_\_

STUDENT NAME(S) \_\_\_\_\_

ID# \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PARENT or GUARDIAN NAME PRINTED \_\_\_\_\_

DELIVERY ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

PARENT or GUARDIAN SIGNATURE (*Required for refunds*) \_\_\_\_\_

**Part 2:**

\*If transferring funds between student accounts please state student names below.

Transfer from: \_\_\_\_\_  
(STUDENT NAME)

Transfer to: \_\_\_\_\_  
(STUDENT NAME)

\_\_\_\_\_  
(STUDENT ID#)

\_\_\_\_\_  
(STUDENT ID#)

\_\_\_\_\_  
(SCHOOL)

\_\_\_\_\_  
(SCHOOL)

Please submit completed form by hand delivery, mail, email or fax to:

WCS Food & Nutrition Services  
Attn: Sheila Tenner  
850 E. Smith St.  
Warsaw, IN 46580

Email: [stenner@warsawschools.org](mailto:stenner@warsawschools.org)

FAX: 574-371-5022

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